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About This Guide

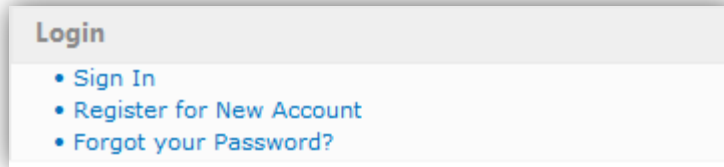
This guide has been designed to help users of the RIDEMAP portal make the best use of the system. This document is divided into individual modules and contains important information in the form of *Reminders*, *Notes* and *Tips*. Pay attention to these alerts as they will prevent you from making common mistakes.

RIDE MAP Portal

RIDEMAP is a portal designed to facilitate easy access to all education applications for educators at the State of Rhode Island. Logging in to the RIDEMAP portal gives educators access to numerous applications without having to login multiple times.

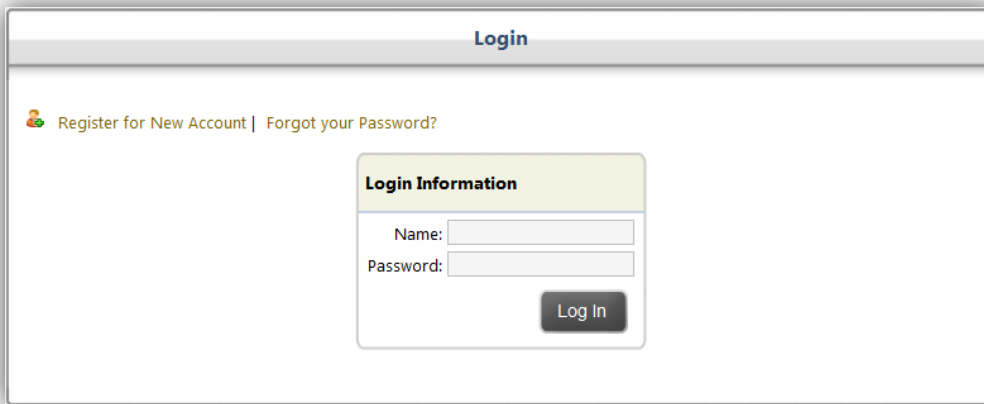
■ How To Login To RIDEMAP

To login to the RIDEMAP portal, click on **Sign In**.



A light gray rectangular box with a thin border. At the top, the word "Login" is written in a bold, dark gray font. Below it, there is a list of three blue links: "Sign In", "Register for New Account", and "Forgot your Password?".

This will re-direct you to a Login Screen asking you for a Username or Password.



A screenshot of the RIDEMAP login page. At the top, there is a gray header bar with the word "Login" in blue. Below the header, there is a white area with a thin gray border. In the top left of this area, there is a small icon of a person and the text "Register for New Account | Forgot your Password?". In the center, there is a white box with a thin gray border. Inside this box, the text "Login Information" is written in bold. Below this text, there are two input fields: "Name:" and "Password:". To the right of the "Password:" field, there is a dark gray button with the text "Log In" in white.



If do not have an account with the RIDEMAP portal, please click on **Register for New Account**.

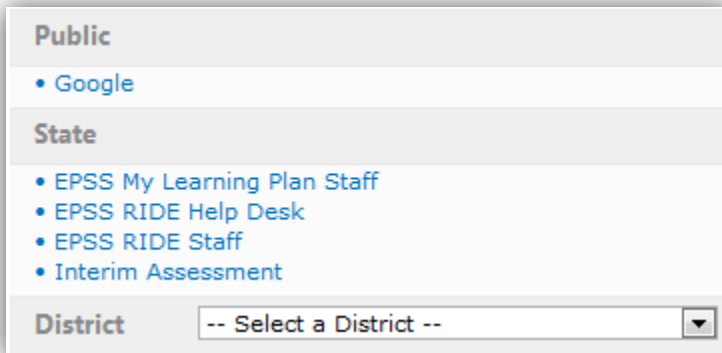


If you do not remember your password, please click on **Forgot your Password?**

Enter your *Username* and *Password* and hit **return** on click on **Log In**. You will be re-directed back to the RIDEMAP portal.

■ After Logging In

After logging in to the RIDEMAP portal, you will now have access to a list of applications as illustrated below.



The screenshot shows a web interface with three main sections: 'Public', 'State', and 'District'. The 'Public' section contains a single link 'Google'. The 'State' section contains four links: 'EPSS My Learning Plan Staff', 'EPSS RIDE Help Desk', 'EPSS RIDE Staff', and 'Interim Assessment'. The 'District' section features a dropdown menu with the text '-- Select a District --' and a downward arrow.

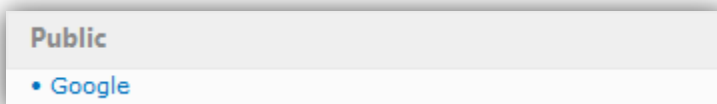
There are four categories of applications:

- Public links – these are links made available to all users that login to the RIDEMAP portal
- State links – these are links only made available to users who have access to applications at the state level. These are typically state employees at the Department of Education.
- District links – these are links only made available to users who have access to applications at the district level. These are typically district superintendents.
- School links – these are links only made available to users who have access to applications at the school level. These are typically principals or school teachers.

Public Links

Public links are those made available to all users that login to RIDEMAP portal. Clicking on any of these links will direct you to the application away from the RIDEMAP portal.

In the illustration below, this user has access to a public link called Google.

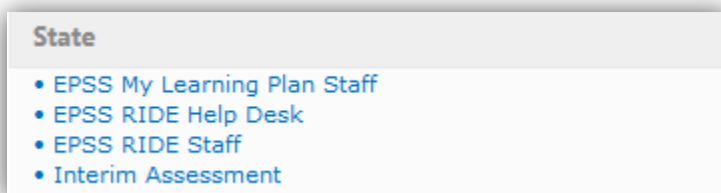


The screenshot shows a web interface with a single section titled 'Public'. Under this section, there is one link: 'Google'.

State Links

State links are those made available to users who have access to applications at the state level. Only state administrators can grant other users access to a state-level application. Please contact your administrator if you do not see an application link that you should have access to at <http://support.ride.ri.gov/>

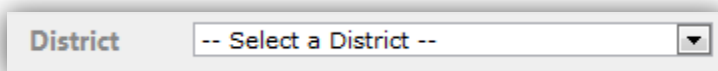
In the illustration below, the user has been granted access to four state links.



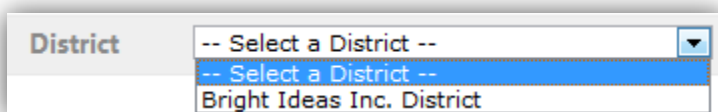
Click on the link to access the application. At this time, you will leave the RIDEMAP portal.

District Links

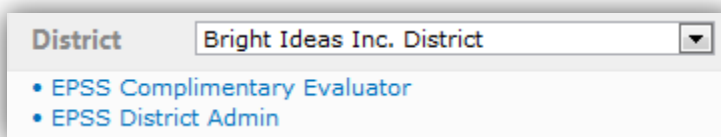
District links are only made available to users who have access to applications at the district level. If you have access to a district link, the following drop-down will appear.



The drop-down will contain a list of districts in which you have access to applications. In the illustration below, the user only has access to one district – Bright Ideas Inc. District.



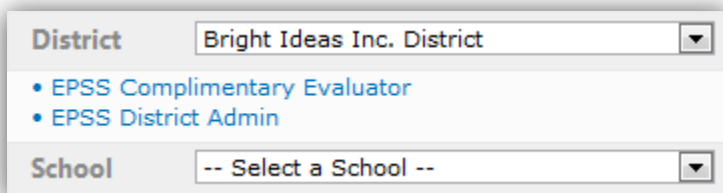
Click on the district name to view the applications you have access to. In the illustration below, this user has access to two applications.



Click on the link to access the application. At this time, you will leave the RIDEMAP portal.

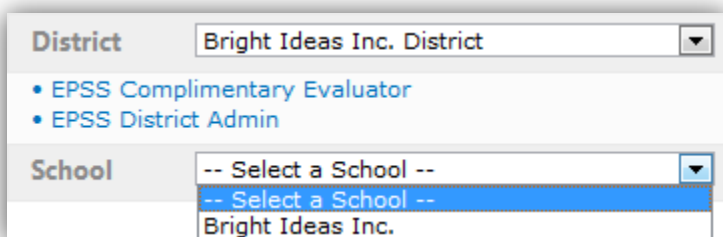
School Links

School links are only made available to users who have access to applications at the school level. In order to access school links, you will have to select the district the school belongs to. For example the user selected under **District Links** only has access to one district – Bright Ideas Inc. District. Once the user selects this district, the page updates to show a school drop-down. This drop-down will include a list of all schools with applications this user has access to.



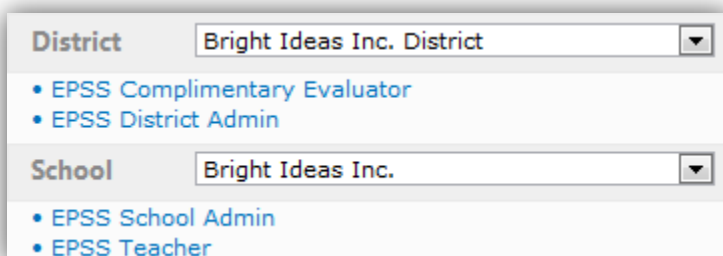
A screenshot of a web interface showing two dropdown menus. The first menu, labeled 'District', has 'Bright Ideas Inc. District' selected. Below it, a list of roles is displayed: '• EPSS Complimentary Evaluator' and '• EPSS District Admin'. The second menu, labeled 'School', has '-- Select a School --' selected.

In the illustration below, this user only has access to one school – Bright Ideas Inc.



A screenshot of the same web interface as above, but the 'School' dropdown menu is open. It shows three options: '-- Select a School --', '-- Select a School --', and 'Bright Ideas Inc.'. The 'Bright Ideas Inc.' option is highlighted in blue.

Click on the school name to list all the applications.

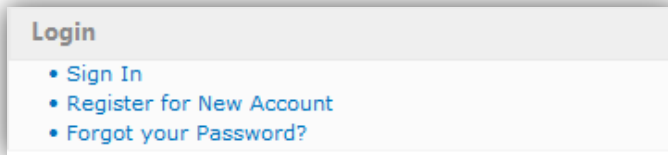


A screenshot of the same web interface as above, but the 'School' dropdown menu is now closed and 'Bright Ideas Inc.' is selected. Below the 'School' menu, a list of roles is displayed: '• EPSS School Admin' and '• EPSS Teacher'.

Click on the link to access the application. At this time, you will leave the RIDEMAP portal.

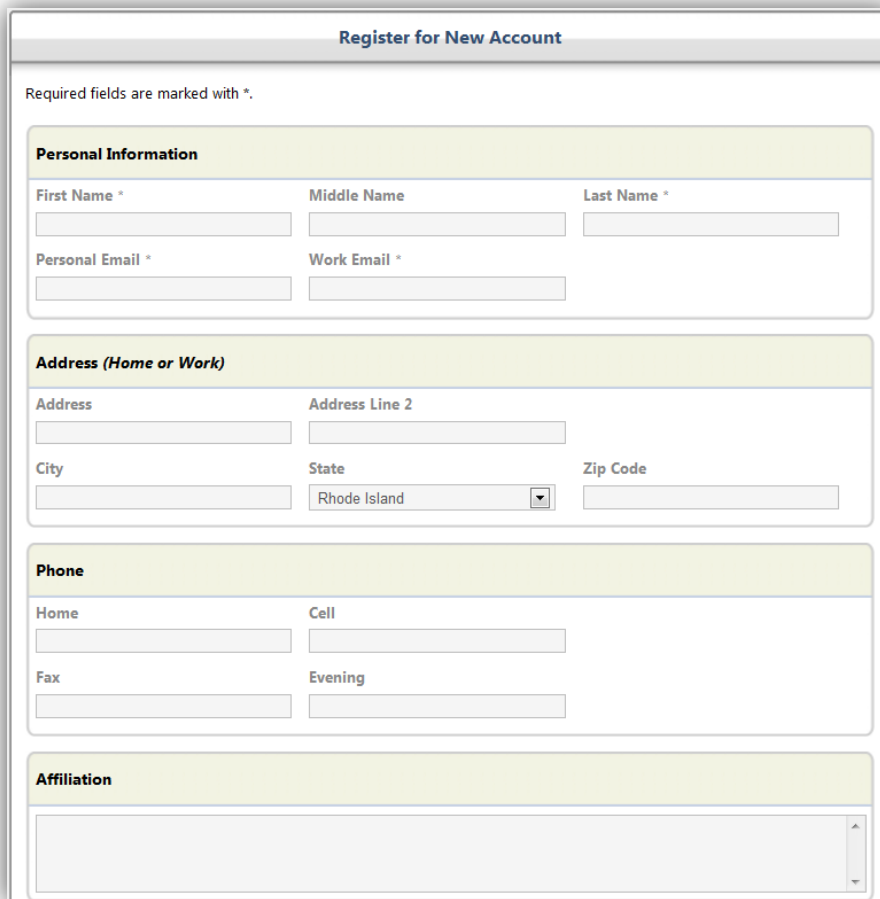
■ Register For New Account

If you do not have an account, simply click on **Register for New Account**.



A light gray rectangular box with a thin border. At the top, the word "Login" is written in a bold, dark gray font. Below it, there is a bulleted list of three links in blue text: "Sign In", "Register for New Account", and "Forgot your Password?".

This will bring up a sign-up page as illustrated below.



A screenshot of a web form titled "Register for New Account" in a dark blue header bar. Below the header, a note states "Required fields are marked with *". The form is divided into several sections, each with a light green header bar: "Personal Information", "Address (Home or Work)", "Phone", and "Affiliation". The "Personal Information" section contains fields for First Name *, Middle Name, Last Name *, Personal Email *, and Work Email *. The "Address (Home or Work)" section contains fields for Address, Address Line 2, City, State (a dropdown menu currently showing "Rhode Island"), and Zip Code. The "Phone" section contains fields for Home, Cell, Fax, and Evening. The "Affiliation" section contains a large text area. All input fields are light gray with rounded corners.

You will have to provide the system with the following information:

- Personal Information
 - First Name [Mandatory]
 - Middle Name
 - Last Name [Mandatory]
 - Personal Email [Mandatory].
 - Work Email [Mandatory]

- Address (Home or Work)
 - Address
 - Address Line 2
 - City
 - State
 - Zip Code
- Phone
 - Home
 - Cell
 - Fax
 - Evening
- Affiliation – use this text box to share a little about yourself and your affiliation with the Department of Education.


Registration (In order to proceed with your new account registration, you must agree to the terms of services listed below)

Confidential Information

No employee shall disclose confidential information acquired in the course of official duties or use such information outside the duties of their position. There are legitimate concerns that information and other data be maintained at the highest level of security. The safeguarding of the data from inappropriate use is essential.

☐ I agree to these terms *

CAPTCHA (Please input characters from image below into the Text Box provided)



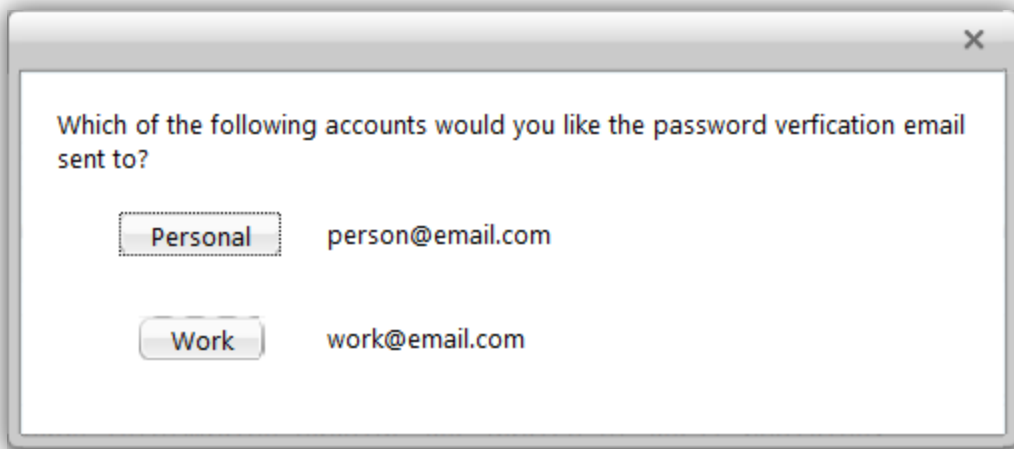
Generate New Image

Listen to Audio

Create Account Cancel

- Registration Terms – you have to check this box before you can create your account.
- CAPTCHA – please enter the characters you see in the image. This is for security reasons.

Click on **Create Account** to complete the registration process. At this time, the system will prompt you to select the email address that will be used to send your registration verification email.



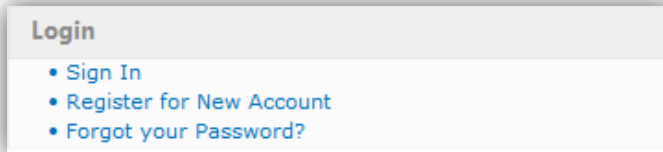
Which of the following accounts would you like the password verification email sent to?

<input checked="" type="radio"/> Personal	person@email.com
<input type="radio"/> Work	work@email.com

Once you receive the registration verification email, follow the instructions detailed in the email.

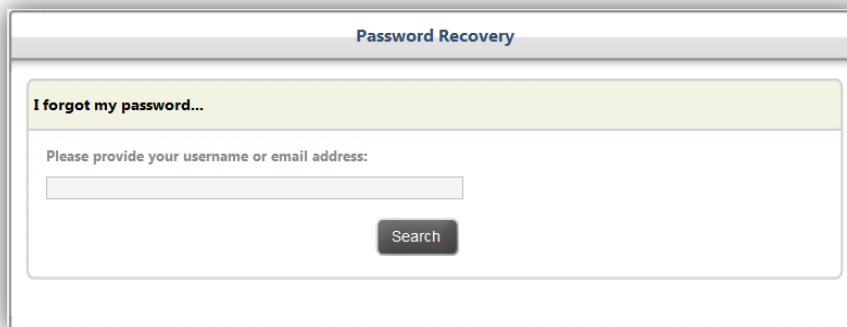
■ Forgot Your Password?

If you have forgotten your password, simply click on **Forgot your Password?**



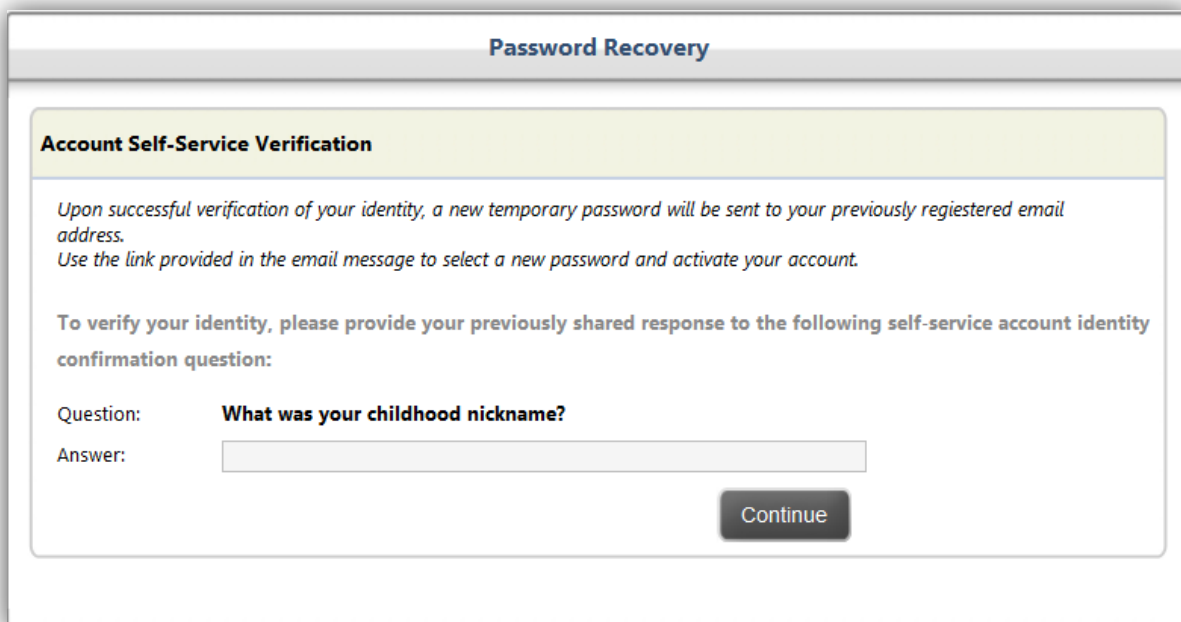
A screenshot of a 'Login' menu. The menu is titled 'Login' in a bold, dark font. Below the title, there are three bullet points, each with a blue link: 'Sign In', 'Register for New Account', and 'Forgot your Password?'.

This will bring up a page where you can enter either your username or email address. Hit **Search** once completed.



A screenshot of a 'Password Recovery' page. The page has a title bar that says 'Password Recovery'. Below the title bar, there is a green header with the text 'I forgot my password...'. Underneath, there is a text input field with the placeholder text 'Please provide your username or email address:'. To the right of the input field is a dark button labeled 'Search'.

You will then be asked to enter your answer to your secret question. Refer to [Answer Self-Service Questions](#) for more information on how to add your secret answers.

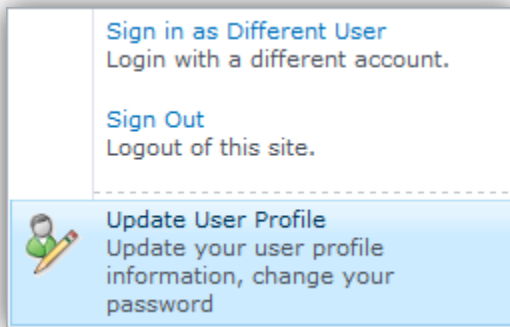


A screenshot of an 'Account Self-Service Verification' page. The page has a title bar that says 'Password Recovery'. Below the title bar, there is a green header with the text 'Account Self-Service Verification'. Underneath, there is a paragraph of text: 'Upon successful verification of your identity, a new temporary password will be sent to your previously registered email address. Use the link provided in the email message to select a new password and activate your account.' Below this, there is another paragraph: 'To verify your identity, please provide your previously shared response to the following self-service account identity confirmation question:'. Underneath, there is a 'Question:' label followed by the text 'What was your childhood nickname?'. Below the question is an 'Answer:' label followed by a text input field. To the right of the input field is a dark button labeled 'Continue'.

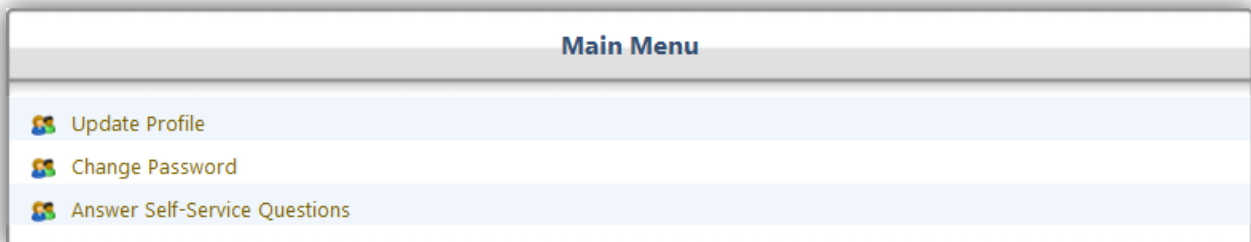
Hit **Continue** and select the email address you would like your new password to be sent to.

■ Home Menu

The Home menu allows you to manage your profile – update your information, change your password and answer your secret questions. The Home menu is only available to users who have successfully logged in. To access your Home menu, click on your name, located in the top-right hand corner of the RIDEMAP portal. This will open up a drop-down menu and click on **Update User Profile**.



This will open up your Home Menu as illustrated above.



Update Profile

This allows you to update your information should any of it have changed since the time of registration. For privacy reasons, user information has been wiped out for the illustration below.



Some users may see a message stating “*As this is trusted domain account, the account information displayed below may only be updated in the trusted AD. Please contact your administrator for additional information.*” This message indicates that your information cannot be updated from the RIDEMAP portal. Please contact <http://support.ride.ri.gov/> to have your information changed.

Update Profile

Required fields are marked with *.

As this is trusted domain account, the account information displayed below may only be updated in the trusted AD. Please contact your administrator for additional information.

Personal Information

User Name

Teacher Certification ID

First Name *

Middle Name

Last Name *

Personal Email *

Work Email *

Address (Home or Work)

Address

Address Line 2

City

State

Zip Code

Phone

Home

Cell

Fax

Evening

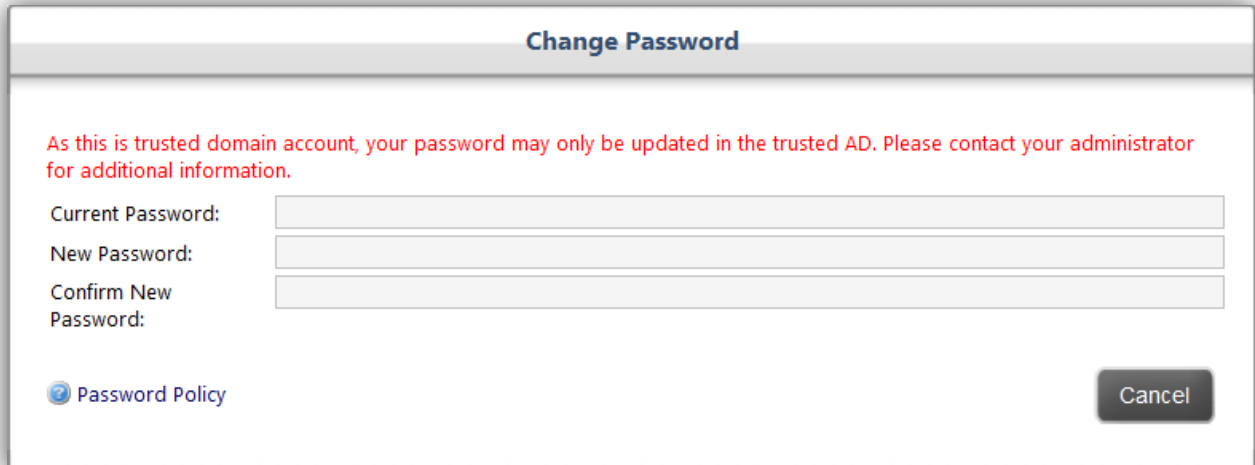
Affiliation

Affiliation

Cancel

Change Password

You can use this option if you would like to change your password. Enter your current password, your new password and confirm the new password.



Some users may see a message stating “*As this is trusted domain account, your password may only be updated in the trusted AD. Please contact your administrator for additional information.*” This message indicates that your password cannot be changed within RIDEMAP. Please contact <http://support.ride.ri.gov/> to have your password changed.

Password Policy

Your password will have to conform to the following policy:

- Must contain a minimum of 8 characters
- Cannot contain all or part of the user's account name
- Must be different from the previous 24 passwords used for this application
- Must contain characters from at least 3 of the following 4 categories:
 - Uppercase characters (A through Z)
 - Lowercase characters (a through z)
 - Digits (0 through 9)
 - Special characters ({ } [], . < > ; : " ' ? / | \ ` ~ ! @ # \$ % ^ & * () _ - + =)




Answer Self-Service Questions

These questions and answers will be used during the verification process should one ever forget their password or require account re-activation. You are required to answer three questions.

Answer Self-Service Questions

These questions and answers will be used during the verification process should you ever forget your password or require account re-activation.

Security Questions & Answers

Question	Answer	Delete
What was your childhood nickname?	<input type="text"/>	
What is the name of a college you applied to but didn't attend?	<input type="text"/>	
What was your first pet's name?	<input type="text"/>	

Save Answers **Cancel**

Hit **Save Answers** to update your answers.